



Governor's Grants Program

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Federal Victims of Crime Act Grant

Fiscal Year 2010
Grant Application

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m., September 8, 2009
ON THE GRANT PORTAL**

OFFICE OF THE GOVERNOR GRANTS PROGRAM

FEDERAL VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT PROGRAM (VOCA)

GRANT APPLICATION PACKET

**APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANTS
PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED BY 11:59 p.m.,
SEPTEMBER 8, 2009 WILL NOT BE ACCEPTED.**

**PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.**

GUIDELINES

VICTIMS OF CRIME ACT GRANT GUIDELINES

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under the Federal Victims of Crime Act (VOCA) Crime Victim Assistance grant program as established by 42 U.S.C. § 10601 et seq. and amendments thereto.

The Kansas Governor's Grants Program establishes policies and procedures for the VOCA Crime Victim Assistance grant program, consistent with the minimum requirements of the Federal VOCA Program Guidelines as incorporated in this document. The Governor's Grants Program can choose to be more restrictive.

For the purpose of these grant program guidelines, direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety such as boarding up broken windows and replacing or repairing locks. **A crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.**

VOCA funds are to be used by eligible public agencies, nonprofit, community and faith-based organizations to provide direct services to crime victims. The Governor's Grants Program has sole discretion for determining which organizations will receive funds and in what amounts, as long as the applicants meet the requirements of the Federal VOCA Program Guidelines and those set by Governor's Grants Program.

The Governor's Grants Program may award VOCA funds to organizations that are physically located in an adjacent State, when there is an efficient and cost-effective mechanism available for providing services to victims who reside in Kansas. When adjacent State grant awards are made, the amount of the grant award must be proportional to the number of victims residing in Kansas to be served by the adjacent State organization.

PROGRAM REQUIREMENTS

1. VOCA grant funds will enhance or expand services and will not be used to supplant State or local funds that would otherwise be available for crime victim services.
2. Current VOCA subgrantees will be given priority in receiving grant awards. In addition, priority will be given to applicants that provide on-going direct services to victims of crime.
3. Priority shall be given to victims of sexual assault, domestic violence and child abuse. Thus a minimum of 10 percent of each federal fiscal year's grant (30 percent total) will be allocated to each of these categories of crime victims.
4. An additional 10 percent of each VOCA grant will be allocated to victims of violent crime (other than "priority" category victims) who were "previously underserved." These underserved victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation, fraud and elder abuse.

A victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings and military installations.

Elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

Applicants are encouraged to identify gaps in available services by victims' demographic characteristics. For example, in a given community, "underserved" victims may be best defined according to their status as senior citizens, non-English speaking residents, persons with disabilities, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.

APPLICANT ELIGIBILITY REQUIREMENTS

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA grant funds. Each applicant shall meet the following requirements:

1. **Public Agency, Nonprofit, Community or Faith-Based Organizations.** Applicants must be operated by public agencies, nonprofit, community or faith-based organizations, or a combination of such organizations and provide services to crime victims.

2. **Record of Effective Services.** Applicants must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner and financial support from other sources.
3. **New Organizations.** Applicants that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.
4. **Applicant Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the grant project supported by grant funds. Non-federal matching contributions of 20 percent (cash or in-kind) of the total cost of each VOCA grant project (VOCA grant funds plus match) are required for each VOCA-funded grant project and must be derived from non-federal sources except as provided in the Federal OJP Financial Guide. To obtain a copy call 1-800-458-0786 or go to <http://www.ojp.usdoj.gov/financialguide/index.htm> effective edition. **All funds designated as match are restricted to the same uses as the VOCA grant funds and must be expended within the grant project period.** Match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the Federal Office for Victims of Crime and the Governor's Grants Program.

Example:	Total Grant Project Cost	= \$50,000
	80% Federal Share	= \$40,000
	20% Non-Federal Match	= \$10,000

For purposes of this grant project, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

- a. **Record Keeping for Match Requirements.** Records must be maintained that clearly show the source, the amount and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services used as match must be documented, and to the extent feasible, supported by the same methods used by the organization for its own paid employees. **The Governor's Grants Program has the authority to require a non-federal cash match instead of an in-kind match.**

b. Exceptions to the 20 Percent Match.

- i. Native American Tribes/Organizations Located on Reservations.** The match for new or existing VOCA applicants that are Native American tribes/organizations located on reservations is five percent (non-federal cash or in-kind) of the total VOCA grant project. For the purpose of this grant, a Native American tribe/organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans. All organizations applying for these grant funds must meet the other eligibility requirements for subgrantee organizations.
 - ii. The match requirement may be waived if extraordinary need is documented and submitted to the Governor's Grants Program by the applicant and approved by the Federal Office for Victims of Crime and the Governor's Grants Program.**
- 5. Volunteers.** Volunteers must be used unless the Governor's Grants Program determines there is a compelling reason to waive this requirement. Agency staff cannot be used as volunteer time for this purpose. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. The applicant is responsible for providing the documentation and reasons why volunteers cannot be used in its grant application. This documentation should include a statutory cite which prohibits use of volunteers.
- 6. Promote Community Efforts to Aid Crime Victims.** Applicants must promote within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA grant funds, but are not activities that can be supported with VOCA grant funds.
- 7. Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation and/or checking on claim status.
- 8. Comply with Federal Rules Regulating Grants.** Compliance with the applicable provisions of VOCA, the program guidelines, and the requirements of the Federal OJP Financial Guide (to obtain a copy call 1-800-458-0786 or go to <http://www.ojp.usdoj.gov/financialguide/index.htm> effective edition), which includes maintaining appropriate programmatic and financial records that fully disclose the amount

and disposition of VOCA grant funds must be maintained. This includes: financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable VOCA victim services; client files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

9. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age and disability, within the timetable established by the Governor's Grants Program; and permit reasonable access to its books, documents, papers and records to determine whether the organization is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
10. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the Governor's Grants Program including, but not limited to, submitting financial, statistical and programmatic information on the use and impact of VOCA grant funds.
11. **Services to Victims of Federal Crimes.** Applicants must provide services to victims of federal crimes on the same basis as victims of state and local crimes.
12. **No Charge to Victims for VOCA-Funded Services.** Applicants must provide services to crime victims, at no charge, through the VOCA-funded grant project. Any deviation from the provision requires prior approval by the Governor's Grants Program.

The purpose of the VOCA victim assistance grant project is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical and financial losses. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.

13. **Program Income.** Applicants must have the capability to track grant project income in accordance with federal financial accounting requirements. All VOCA-funded grant project and match income, no matter how large or small, is restricted to the same uses as the VOCA grant project.

Grant project income can be problematic because of the required tracking systems needed to monitor VOCA-funded income and ensure that it is used only to make additional services available to crime victims. For example, VOCA often funds only a portion of a counselor's time. Accounting for VOCA program income generated by this counselor is complicated, involving careful record keeping by the counselor, the organization and the Governor's Grants Program.

14. **Client-Counselor Confidentiality.** Applicants must maintain confidentiality of client-counselor information, as required by state and federal law.

- 15. Confidentiality of Research Information.** Except as otherwise provided by federal law, no organization receiving monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Research and statistical information identifiable to any specific private person and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Victims of Crime Act of 1984 codified at 42 U.S.C. § 1060(d).

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victims' services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in affect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in affect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst School and Hospital v. Haldermann, et al., 451 U.S. 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service grant project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

ELIGIBLE ORGANIZATIONS

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency, nonprofit, community or faith-based organization, or a combination of such agencies or organizations, in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, community and faith-based organizations and other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

In addition to victim services organizations whose sole purpose is to serve crime victims, there are many other public agencies, nonprofit, community and faith-based organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

1. **Criminal Justice Agencies.** Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive VOCA funds to help pay for victim services. For example, prosecutor-based victim services may include victim-witness programs, victim notification and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification and cellular phone and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that exceed a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime and follow-up activities may not be paid for with VOCA funds.
2. **Religiously-Affiliated Organizations.** Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
3. **Hospitals and Emergency Medical Facilities.** Such organizations must offer crisis counseling, support groups and/or other types of victim services. In addition, the Governor's Grants Program may only award VOCA grant funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination. **State law requires counties where the alleged offenses occur to be responsible for costs of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).**
4. **Others.** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims.

ALLOWABLE SERVICES, ACTIVITIES AND COSTS

1. **Allowable Costs for Direct Services.** The following is a listing of services, activities and costs that are eligible for support with VOCA grant funds:
 - a. **Immediate Health and Safety.** Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to domestic violence cases and are taken to ensure the health and safety of the victim. Agencies whose primary purpose is to provide emergency legal assistance may apply for this type of service. The Governor's Grants Program may not consider a grant award for contracting to provide emergency legal services unless good cause is shown why no other emergency legal assistance is available.
 - b. **Mental Health Assistance.** Those services and activities that assist crime victims and/or victims' family members in understanding the dynamics of victimization and in stabilizing their lives after a crime, such as counseling, group treatment and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples and family members related to counseling to provide emotional support in crises arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
 - c. **Assistance with Participation in Criminal Justice Proceedings.** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety," there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information and parole consideration procedures; and assistance with victim impact statements. VOCA grant funds cannot be used to pay for non-emergency legal representation, such as divorces or civil restitution recovery efforts.
 - d. **Forensic Examinations.** For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and such exams conform with state evidentiary collection requirements. **It should be noted that State law requires counties where the alleged offenses occur to be responsible for costs**

of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).

- e. **Costs Necessary and Essential to Providing Direct Services.** This includes prorated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local travel expenses for service providers.
 - f. **Special Services.** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
 - g. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
2. **Other Allowable Costs and Services.** The services, activities and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA grant funds, the Governor's Grants Program and the applicant must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA grant funds will be used for these purposes. The following list provides examples of such items:
- a. **Skills Training for Staff.** VOCA grant funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.

VOCA grant funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA funded organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members and other individuals that do not provide direct services.
 - b. **Training Related Travel.** VOCA grant funds can support costs such as travel, meals, lodging and registration fees to attend training within the state. This limitation encourages applicants to attend available training within their immediate geographical areas, as travel costs will be minimal. **If the applicant anticipates using VOCA grant funds to attend the Annual Crime Victims' Rights Conference or the Governor's B.A.S.I.K. training, those costs should be included in the budget request.** It should be noted that all VOCA paid staff need to attend B.A.S.I.K. training, at least one staff person a year. Any applicant that receives VOCA funds

must have a current B.A.S.I.K training application for each staff person on file with the Governor's Grants Program.

- c. **Equipment and Furniture.** VOCA grant funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the applicant. VOCA grant funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, VOCA grant funds cannot be used to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; fax machines, typewriters and word processors; videotape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms and children's play areas.

The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the hearing impaired or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable. Refer to the Federal OJP Financial Guide, effective edition, before these types of requests are made.

- d. **Renting or Leasing Vehicles.** VOCA grant funds may be used to rent or lease vehicles if it is demonstrated to the Governor's Grants Program that such an expenditure is essential to delivering services to crime victims. It is the responsibility of the applicant to explain why it is requesting the need to rent or lease a vehicle to provide services. Both options must be explored and it must be shown how often vehicles will be used, cost, mileage, etc. VOCA grant funds may not be used to purchase vehicles.
- e. **Contracts for Professional Services.** VOCA grant funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA funded organizations to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.

Applicants are prohibited from requesting a majority of VOCA grant funds for contracted services which contain administrative overhead and other indirect costs included in the hourly or daily rate. The Governor's Grants Program will only approve very limited and necessary contractual budget items.

- f. **Operating Costs.** Examples for allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and activity records and programmatic documentation, reports, statistics and administrative time to maintain crime victims' records. **VOCA grant funds will**

not pay the pro-rated share of audit costs, unless the organization meets the Single Audit threshold.

- g. Supervision of Direct Service Providers.** The Governor's Grants Program may provide VOCA grant funds for supervision of direct service providers when it determines that such supervision is necessary and essential to providing direct services to crime victims. For example, the Governor's Grants Program may determine that using VOCA grant funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims. It will be the responsibility of the applicant to show how funds for supervision will be cost-effective in providing services to victims of crime.
- h. Repair and/or Replacement of Essential Items.** VOCA grant funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. The Governor's Grants Program will scrutinize each request for expending VOCA grant funds for such purposes to ensure the following: (1) the building is owned by the applicant organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) the cost of the repair or replacement is reasonable considering the value of the building, and (5) the cost of the repair or replacement is prorated among all sources of income. Any repair and/or replacement of essential items must be in compliance with the National Historic Preservation Act.
- i. Public Presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures and newspaper notices can be supported with VOCA funds.

INELIGIBLE ORGANIZATIONS

Some public agencies, not for profit, community and faith based organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

- 1. Federal Agencies.** This includes U.S. Attorneys Offices and FBI Field Offices. Receipt of VOCA grant funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private not for profit organizations that operate on federal land may be eligible subgrantees of VOCA victim assistance grant funds.
- 2. In-Patient Treatment Facilities.** For example, facilities that provide treatment to individuals with drug, alcohol and/or mental health-related conditions.

NON-ALLOWABLE SERVICES, ACTIVITIES AND COSTS

The following services, activities and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds.

- a. **Lobbying and Administrative Advocacy.** VOCA grant funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. **Perpetrator Rehabilitation and Counseling.** VOCA grant funds cannot be used to offer rehabilitative services to offenders. Likewise, VOCA grant funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. **Needs Assessments, Surveys, Evaluations, Studies.** VOCA grant funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. **Prosecution Activities.** VOCA grant funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim/witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA grant funds.
- e. **Fund-Raising Activities.**
- f. **Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses; advertising expenses; real estate purchases; mortgage payments; audits; and construction cannot be supported with VOCA grant funds.
- g. **Property Loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is not allowed.
- h. **Most Medical Costs.** VOCA grant funds cannot pay for nursing home care (emergency short-term nursing home shelter as described under: **ALLOWABLE SERVICES ACTIVITIES AND COSTS** is allowable), home health-care costs, in-patient treatment costs, hospital care and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization.
- i. **Relocation Expenses.** VOCA grant funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, deposits on

utilities, ongoing rent and mortgage payments. However, VOCA grant funds may be used to support staff time in locating resources to assist victims with these expenses.

- j. Ongoing Expenses.** VOCA grant funds cannot support ongoing expenses for victims such as rent, utilities, deposits, car repairs, etc., unless extraordinary and emergency safety issues for the victim can be demonstrated and documented.
- k. Administrative Staff Expenses.** Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators and other individuals unless these expenses are incurred while providing direct services to crime victims.
- l. Development of Protocols, Interagency Agreements and Other Working Agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that applicants undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subgrantee.
- m. Costs of Sending Individual Crime Victims to Conferences.**
- n. Activities Exclusively Related to Crime Prevention.**
- o. Items pertaining to the area of magazine subscriptions, membership dues, etc. are not allowed.**

GRANT APPLICATION DEADLINE

The grant application must be received via the Grant Portal by 11:59 p.m., September 8, 2009. See the Grant Application Portal Instructions link at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

GRANT PROJECT PERIOD

Each grant project funded under this grant fund shall be for a period of 12 months from October 1, 2009 to September 30, 2010. Any funds not expended by September 30, 2010, must be returned to the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the VOCA Crime Victim Assistance grant program:

1. A **Subgrant Award Report** is due October 1st.
2. Monthly **Financial Status Report** that provides fiscal information on the actual expenditures during the month. These reports are due 10 calendar days after the end of each month or the first business day.
3. Quarterly **Grant Project Statistical Report** that provides a summary of victims served and services provided with grant funds. These reports are due 10 calendar days after the end of each calendar quarter or the first business day.
4. **Grant Project Narrative Report** that provides a narrative description of the activities provided with the grant funds. These reports are due 10 calendar days after the end of each 6-month period.
5. The **Projection of Final Expenditures Report** is due April 10th.
6. Grant project analysis and compliance reviews will be conducted by the Governor's Grants Program.
7. Any other reporting procedures which may be required by the federal government or the Governor's Grants Program.

Copies of receipts must be maintained at the local level for a period of five years past the close of the grant project period.

GENERAL INSTRUCTIONS

Instructions to complete a grant application on the Grant Portal are located at <https://www.accesskansas.org/ssrv-ksgrants/index.do> and click on the “Application Portal Instructions: link on the left-hand side of the screen under Site Navigation.

***Please note that for purposes of this application and grant program, VOCA grant funds will not be used to reimburse mileage expenses in excess of the applicant’s approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor’s Grants Office may be used to make up the difference.**

****Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.**

PROJECT NARRATIVE (Attachment #1)

Upload the ‘Project Narrative’ requirements in Times New Roman 12 point font size. Keep the information as brief as possible and explanatory statements clear and concise. **Do not submit any items not specified in the instructions (i.e. pictures, news articles, letters of support) other than those requested. Do not include appendices, brochures, etc.** The following sections are to be included in the Project Narrative.

Prior Accomplishments:

Please share specific agency accomplishments from the previous 12-month period. Include the number of victims served by the agency. Describe any evaluations conducted and explain the results. If currently receiving VOCA funds, report the number of victims served by the grant project, specifying what reporting period the numbers represent. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives.

****Please note: The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project’s evaluation plan should be used to demonstrate progress made toward achieving the proposed goal(s) and objectives.**

Problem Statement and Needs Assessment:

The submission of an application presumes there is a definable problem that will be solved either in whole or in part for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the definition of the problem in the applicant’s service area and its severity. The responsibility in this section is to clearly and concisely define the problem using facts and statistics that support the contention that there is, in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency

service activity, law enforcement reports, number of 911 calls, assessing the community, input from clients or beneficiaries of the agency, etc. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or describe why the local community is limited in resources to address the problem, etc. **Please cite the resources used to obtain the data submitted establishing a need for grant funds and include the number of victims the applicant projects to serve with these grant funds. If the request for funds has increased from the previous year's request, be sure to explain the need for additional funds and explain what additional services will be provided.**

PROPOSED GRANT PROJECT GOAL(S) AND OBJECTIVE(S):

State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the entire agency but specific to the VOCA grant project. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment. List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Example:

Goal I: Victims served will have increased knowledge of crime victim information and access to services.

Objective	Activities	Person Responsible	Time Frame
1. 90% of victims served will be able to identify and access community resources.	1a. Case managers will inform victims and family members of community agencies and resources.	1a. Case Manager	1. October 2009 - September 2010
	1b. Case managers will work with advocates in the community to coordinate services.	1b. Case Manager	
2. Staff will begin support groups for crime victims and their family members.	2a. A support group facilitator will be hired.	2a. Executive Director	2a. Within 30 days of the beginning of the grant year.
	2b. Groups will meet twice a week.	2b. Group Facilitator	2b. November 2009 - September 2010.
3. 95% of victims going through the criminal court system will receive advocacy and support.	3. Victims will meet with assigned court advocate once a week.	3. Court Advocate	3. Weekly, October 2009 - September 2010.

Proposed Grant Project Monitoring, Evaluation and Determining Results:

Describe the procedure for monitoring the proposed grant project. These are the activities occurring on a periodic basis during the grant project period, which determines whether the grant project objectives are being implemented according to the time frame provided. Who will track the proposed grant project throughout the grant project period, what data will be collected and how will the information that is monitored be used to encourage success of the proposed grant project?

Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the grant project was implemented and if it achieved the results expected based on the evaluation.

Proposed Grant Project Staffing Pattern:

Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring the grant project's progress.

Proposed Grant Project Collaboration:

Grant funds are maximized when community agencies work together at all levels; therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents.

Underserved Populations:

Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial or cultural background; language diversity; persons with disabilities; or geographic isolation, etc.

Dissemination of Crime Victims' Rights Information:

Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of the statutory rights of victims stated in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information:

Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

Current Audit Report Information:

If the applicant is a nonprofit, community or faith-based organization, and the Governor's Grants Program has previously received a copy of the program's most current audit report, please state so and include information on what period was covered, who did the audit and when it was done.

If the Governor's Grants Program has *not* previously received a copy of the nonprofit program's most current audit report, one must be forwarded as soon as possible to: Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

CURRENT AND NEXT FISCAL YEAR AGENCY BUDGETS (Attachment #2)

Submit the applicant's current and next fiscal year budgets, including balanced income **and** expenses. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the program anticipates collecting the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the program's budget for expenses.

Example of budget income:

SOURCE:	AMOUNT:	STATUS:	DATE:
City of Topeka	\$10,000	Projected	8/09
United Way	5,000	Received	1/09
Walk-A-Thon	500	Collected	2/09
VOCA-GOV	<u>20,000</u>	Requested	8/09
Total Program Income	\$35,500		

Note: Budget expenses are also required.

PROOF OF 501(C) STATUS (Attachment #3)

If the applicant is a not for profit, community or faith-based organization, submit proof of the agency's exempt status as determined by the Internal Revenue Service.

SECRETARY OF STATE REGISTRATION (Attachment #4)

If the applicant is a not for profit, community or faith-based organization, submit a current (less than one year old) copy of the agency's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (Attachment #5)

The applicant must carefully read, sign and submit the required certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements. To download the certification form, go to <http://www.governor.ks.gov/grants/policies/docs/cert.pdf>.

GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at <https://www.accesskansas.org/ssrv-ksgrants>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."

There is only one login ID accepted per agency. To complete an Access Request to submit to the Governor's Grants Program, go to <https://www.accesskansas.org/ssrv-ksgrants/access.do>.

The screenshot shows a web browser window with the address <https://www.accesskansas.org/ssrv-ksgrants/access.do>. The page header includes "Kansas.gov: The Official Web site of the State of Kansas" and "Governor's Grants Program Grant Portal". On the left, there is a "Site Navigation" menu with links to "Grant Portal", "Home", and "Contact Us", and a section for "Governor's Grants Program home page" and "Kansas Web site". The main content area contains a paragraph explaining the registration process and a form titled "Organization Information". The form has three required fields: "Agency Name:", "FEIN:", and "Street Address:", each with a text input box. A legend indicates that a blue triangle icon next to the field labels signifies required information.

Address <https://www.accesskansas.org/ssrv-ksgrants/access.do> Go

Kansas.gov: The Official Web site of the State of Kansas

Office of the Governor
Kansas

**Governor's Grants Program
Grant Portal**

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<< Governor's Grants Program home page
<< Kansas Web site

In order to apply for grants, organizations will need to register with the Governor's Grants Program Grant Portal. The portal will provide a login and password to the contact listed below via e-mail. No more than one login will be provided for any organization. Be sure to keep the login and password in a safe and accessible place. The Authorized Certifying Official for the organization will be considered the primary contact and the access administrator.

► Indicates required information

Organization Information

► Agency Name:


► FEIN:

► Street Address:

Fill in the information requested in the appropriate fields and click on "Submit."

Address <https://www.accesskansas.org/ssrv-ksgnants/accessRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

 **Office of the Governor**
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Governor's Grants Program Grant Portal

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Verify the information below is correct then select "Continue." If you need to edit any of the information, select "Modify."

Organization Information

Agency Name: **test**

FEIN: **999999999**

Street Address: **test**

City: **test**


State: **KS**

Zip Code: **99999**

A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.

Address <https://www.accesskansas.org/ssrv-ksgnants/submitRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

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The test's request for an access account has been successfully submitted. An email response regarding the status of your access account should be received within three business days. If you have any questions, please contact the Governor's Grants Program at 785-291-3205.

[Portal Policies](#) | [Help Center](#) | [Site Survey](#)

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If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the [Help Center](#) and contains a [temporary](#) password for login.

ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

The screenshot shows the 'Governor's Grants Program Grant Portal' home page. At the top, it says 'Kansas.gov: The Official Web site of the State of Kansas'. Below this is the 'Office of the Governor Kansas' logo and the title 'Governor's Grants Program Grant Portal'. On the left side, there is a login section with fields for 'E-mail address:' and 'Password:', a 'Log in' button, and a link for 'forgot password'. Below the login section is a 'Site Navigation' menu with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'Introduction' and a subheading 'Governor's Grants Program'. Below this is a quote: *"Creating S.A.F.E. Communities"*. The main text describes the program's mission: 'The Governor's Grants Program administers funds to organizations that aim to enhance the criminal justice system, improve public safety, support crime victim services and drug and violence prevention programs. State and local units of government, non-profits, community and faith-based organizations throughout the state are eligible to apply for and receive grant funds. The Governor's Grants Program provides the staffing and day-to-day management of these grant programs.' At the bottom right, there is a link: 'Learn more about the Governor's Grants Program.'

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows the 'My Grant Portal - Welcome Jill Stewart' page. On the left side, there is a 'My Account' section with links for 'Home', 'Change E-mail', 'Change Password', and 'Log Out'. Below this is a 'Site Navigation' menu with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'My Grant Portal - Welcome Jill Stewart'. Below this is a welcome message: 'Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.' Below the welcome message is a 'Messages' section with tabs for 'Messages', 'Search', 'Current', and 'Archived'. The 'Messages' tab is selected, and the 'Message Inbox' section shows a message: 'You have 0 new messages.'

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one

created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The screenshot shows a web browser window with the address bar displaying "Kansas.gov: The Official Web site of the State of Kansas". The page header features the "Office of the Governor Kansas" logo and the title "Governor's Grants Program Grant Portal". On the left side, there is a "My Account" menu with links for "Home", "Change E-mail", "Change Password", and "Log Out". Below this is a "Site Navigation" section with links for "Grant Portal Home" and "Contact Us". At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site". The main content area is titled "Change Password" and contains the following text: "Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & * " ; < ; > = ? ^].". Below this text, there are three input fields labeled "Current password:", "New password:", and "Retype new password:". A "Submit" button is located below the input fields, and a "Cancel" button is located below the "Submit" button. A small icon indicates required information.

The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

The screenshot shows the same web browser window as the previous one, but the main content area now displays a confirmation message: "Congratulations! You have successfully updated your password." The message is preceded by a green checkmark icon. The left sidebar and header remain the same as in the previous screenshot.

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled “Accessing the Grant Portal.”

The screenshot shows the 'Governor's Grants Program Grant Portal' home page. The header includes the 'Office of the Governor Kansas' logo and the title 'Governor's Grants Program Grant Portal'. The left sidebar contains links for 'My Account' (Home, Change E-mail, Change Password, Log Out), 'Site Navigation' (Grant Portal Home, Contact Us), and navigation links to the 'Governor's Grants Program home page' and 'Kansas Web site'. The main content area is titled 'My Grant Portal - Welcome Jill Stewart' and includes a welcome message. Below this is a 'Message Inbox' section with tabs for 'Messages', 'Search', 'Current', and 'Archived'. The 'Messages' tab is active, showing a message that says 'You have 0 new messages.'

To begin a new application, go to the ‘Search’ tab in the middle of the screen.

The screenshot shows the 'Search For Grants' page. The left sidebar is identical to the previous screenshot. The main content area has a title 'Search For Grants' and a welcome message. Below this is a search form with three fields: 'Keywords' (a text input), 'Organization Type' (a dropdown menu set to 'Any'), and 'Grant Type' (a dropdown menu with options: 'Any', 'Crime Victim Services', 'Law Enforcement', and 'Criminal Justice'). A 'Search' button is located at the bottom of the form.

Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on ‘Search.’

Grant Portal
Home
Contact Us

<< Governor's Grants
Program home page
<< Kansas Web site

Search Results

{ 1 results found }

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	Full Guideline Text Apply

Keywords:

Organization Type:

Grant Type:

Any
Crime Victim Services
Law Enforcement
Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

NOTE: Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

Kansas.gov: The Official Web site of the State of Kansas

Office of the Governor
Kansas

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Governor's Grants Program Grant Portal

Application

Introduction
General Info.
Budget
Attachments
Submit

Introduction

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

1. General Information
2. Budget
3. Attachments

IMPORTANT: Start with any section, but complete ALL sections before submitting the grant application.

There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

Click on the 'General Info.' tab in the middle of the screen.

The screenshot shows the 'Governor's Grants Program Grant Portal' on the Kansas.gov website. The page has a dark blue header with the site name. Below the header, there's a navigation sidebar on the left with links for 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal, Home, Contact Us). The main content area is titled 'Application' and features five tabs: 'Introduction', 'General Info.', 'Budget', 'Attachments', and 'Submit'. The 'General Info.' tab is selected, showing a 'General Information' section with instructions to use the tabs for navigation. Below this, there's a section for 'Organization Information' which is currently empty.

The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

This screenshot shows the 'Primary Contact' and 'Project Information' sections of the application form. The 'Primary Contact' section includes a text box for the primary contact's name and a note stating that this contact will receive all correspondence. Below this are input fields for Name, Phone, Ext., Fax, and E-mail. The 'Project Information' section includes a text box for the proposed grant project name, a dropdown menu for the county(ies) in which the project will operate (with options: Statewide, Allen, Anderson, Atchison), and a text box for a brief description of the proposed grant project (maximum length not specified).

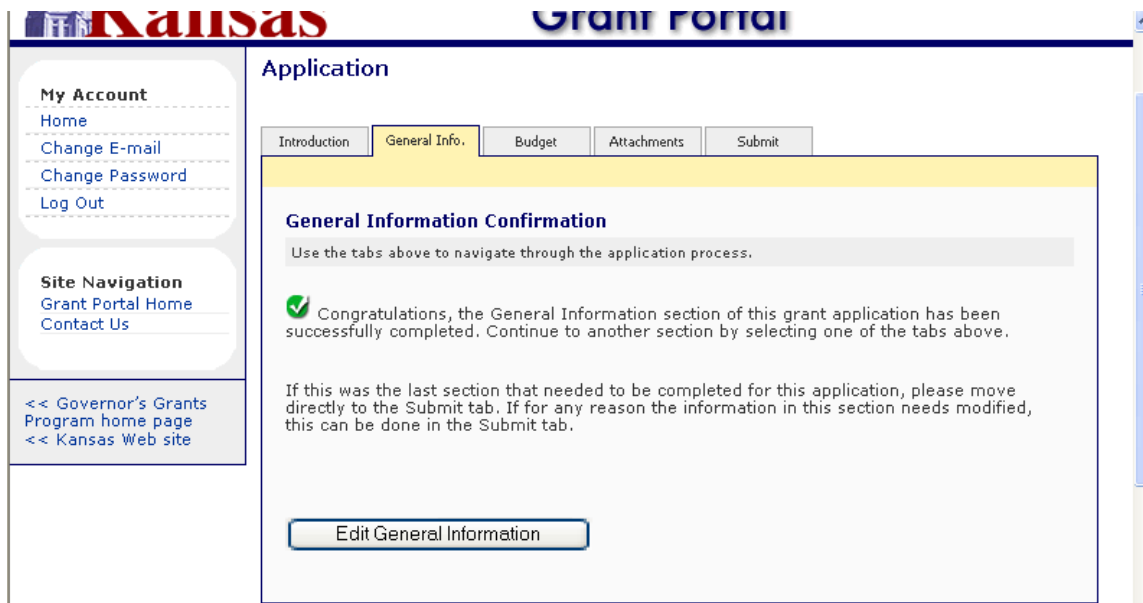
When all the data is entered, click on ‘Save.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

The screenshot shows the 'Governor's Grants Program Grant Portal' interface. At the top, a blue banner reads 'Kansas.gov: The Official Web site of the State of Kansas'. Below this, the 'Office of the Governor' logo and the title 'Governor's Grants Program Grant Portal' are displayed. The main content area is titled 'Application' and features a navigation bar with tabs: 'Introduction', 'General Info.', 'Budget', 'Attachments', and 'Submit'. The 'General Info.' tab is selected, leading to the 'General Information Verification' section. This section includes instructions: 'Use the tabs above to navigate through the application process.' and 'Verify the information below is correct then select "Continue." Select "Modify" to edit any of the information.' Below the instructions, a yellow box labeled 'Applicant Identification' is visible. On the left side, there are two vertical menus: 'My Account' with links for 'Home', 'Change E-mail', 'Change Password', and 'Log Out'; and 'Site Navigation' with links for 'Grant Portal', 'Home', and 'Contact Us'.

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information.

This screenshot displays the 'Project Information' section of the application. At the top, contact information is shown: 'Fax: 555-555-5555' and 'E-mail: sample@email.org'. The 'Project Information' section is highlighted with a yellow box and contains the following details: 'Proposed Grant Project Name: Sample Project', 'County(ies) in which proposed grant project will operate: Statewide', and 'Description of proposed grant project: Sample project for demonstration.' Below this information, a prompt reads 'If awarded, these funds will:' followed by the instruction 'Create a new grant project or service activity.' At the bottom of the section, there are two buttons: 'Continue' and 'Modify'.

If the data appears to be correct, click on ‘Continue’ and the General Information section is completed.



A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

Budget

To continue with the application, click on the 'Budget' tab in the middle of the screen.

NOTE: All budget line item requests must be rounded off to the nearest whole dollar.



The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it

is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

The screenshot shows the 'Governor's Grants Program Grant Portal' interface. On the left is a sidebar with 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us). The main area is titled 'Application' and has tabs for Introduction, General Info., Budget (selected), Attachments, and Submit. Below these are sub-tabs for Personnel, Benefits, Travel, Supplies, Facility, Equipment, Contractual, Other, and Summary. The 'Budget: Personnel' section includes instructions to use the tabs and a note that incomplete areas must contain a dollar amount. A table with headers 'Title', 'Position Status', 'Dollar Amount', and 'Action' is present, with an 'Add Personnel' button below it. At the bottom, the 'Personnel Total:' is shown as '\$0'.

In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'

This screenshot shows the 'Budget: Add Personnel' form. It features the same sidebar and navigation tabs as the previous screen. The 'Budget: Add Personnel' section includes instructions and a legend indicating that a blue triangle symbol marks required information. The form contains four fields: 'Title' (text input), 'Position Status' (dropdown menu showing '- Please Select -'), 'Dollar Amount' (text input with '0'), and 'Description' (text area with up/down arrows). A note specifies that whole numbers only should be entered for the dollar amount. At the bottom are 'Continue' and 'Cancel' buttons.

Complete the fields that appear on the screen as appropriate for the proposed grant project.

NOTE: *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	Sample Manager
Position Status:	New
Dollar Amount:	\$18,720
Description:	Part-time position to provide project coordination. \$18/hour x 1,040 hours/year x 100% of time on project = \$18,720

Continue Modify

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the new Personnel line item appears.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Personnel

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	Modify Delete

Add Personnel

Personnel Total:

\$18,720

The user may now edit the new Personnel line item by clicking on either 'Modify' or 'Delete' under the Action column at the right side of the screen, may add another position title by clicking on 'Add Personnel' and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the 'Budget' tab.

Change E-mail
Change Password
Log Out

Site Navigation
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Contact Us

<< Governor's Grants
Program home page
<< Kansas Web site

Introduction | General Info | Budget | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA		Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Benefits Total: _____

\$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the 'Modify' link for each line item, beginning with FICA.

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Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Add Fringe Benefits

Use the tabs above to navigate through the application process.

► Indicates required information

► Type:	FICA	
► Dollar Amount:	<input type="text"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.
► Description:	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

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Budget: Fringe Benefits Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Type:	FICA
Dollar Amount:	\$1,432
Description:	\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

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Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Add Fringe Benefits

Benefits Total:
 \$1,432

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

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Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance	\$0	Modify
Health Insurance	\$0	Modify
Worker's Compensation	\$0	Modify
Retirement	\$0	Modify

Add Fringe Benefits

Benefits Total:
 \$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

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Budget: Summary
Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

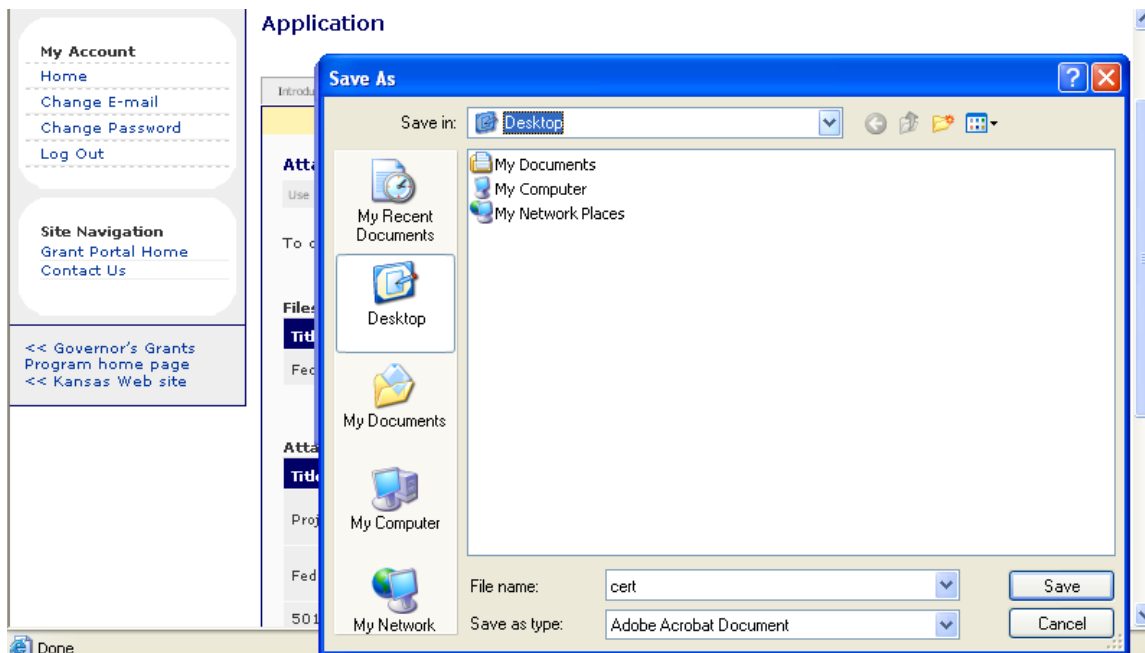
Status	Budget Area	Action	Dollar Amount
	Personnel	Modify	\$18,720
	Fringe Benefits	Modify	\$1,432
	Travel/Training	Modify	\$0
	Supplies/Communications	Modify	\$0
	Facility	Modify	\$0
	Equipment	Modify	\$0
	Contractual Services	Modify	\$0
	Other	Modify	\$0
Grand Total:			\$20,152

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the ‘Modify’ link to go directly to that budget screen for editing.

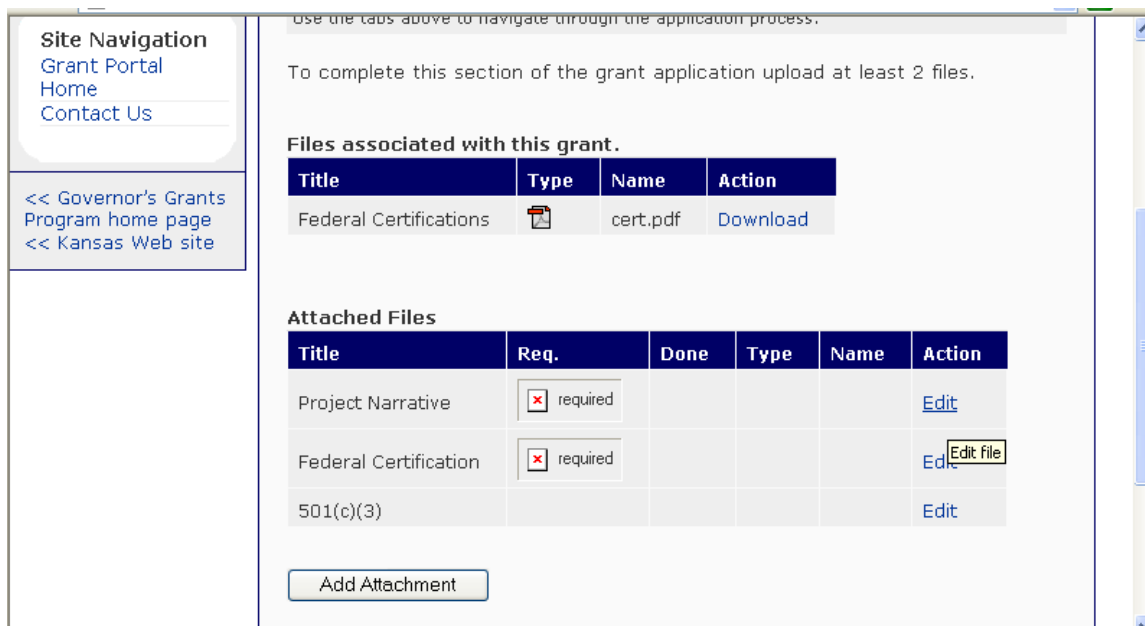
NOTE: *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

Attachments

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).



Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.



Under the heading "Attached Files," the user will see a list of required attachments that are found in the Grant Application Packet.

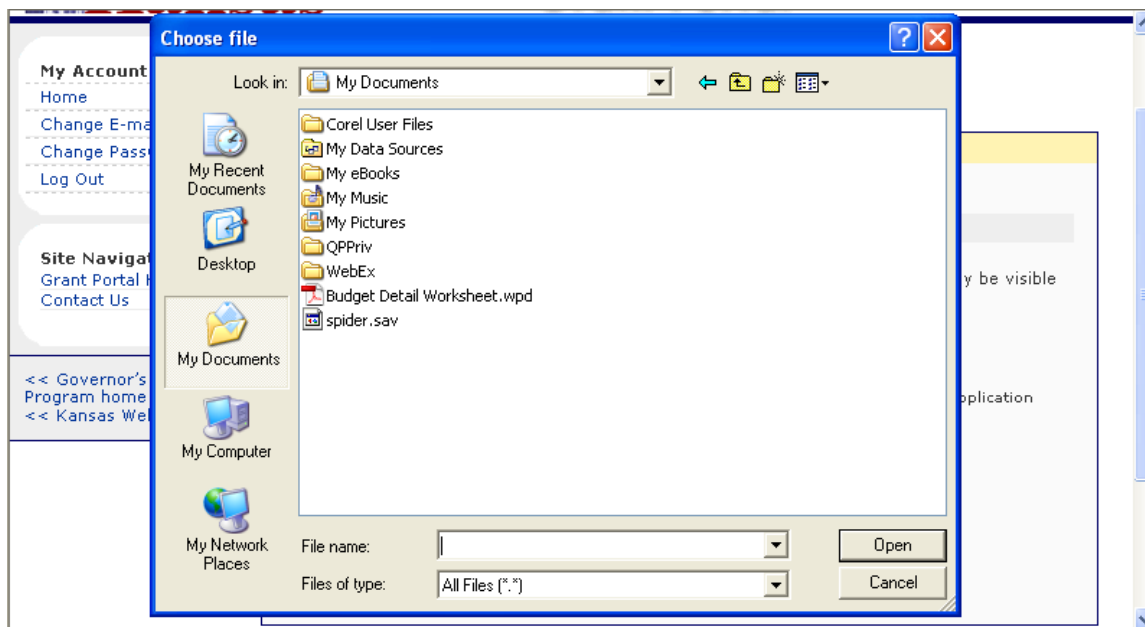
NOTE: The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number

of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.

The screenshot shows a web application interface. On the left is a sidebar with 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us, << Governor's Grants Program home page, << Kansas Web site). The main area is titled 'Application' and has tabs for 'Introduction', 'General Info.', 'Budget', 'Attachments' (selected), and 'Submit'. Below the tabs is a yellow header 'Attachments: Add File'. A message says: 'Use the tabs above to navigate through the application process.' Below that, instructions state: 'Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.' The form includes fields for 'Title: Project Narrative', 'Description: Document to address each section as identified in the application', an 'Upload:' field with a 'Browse...' button, and a 'Comments:' field with up/down arrows. At the bottom are 'Save' and 'Cancel' buttons.

Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.



The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).

Application

Introduction General Info. Budget **Attachments** Submit

Attachments: Add File

Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

Title: Project Narrative

Description: Document to address each section as identified in the application

Upload:

Comments:

The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on 'Save' at the bottom of the screen. (If the user clicks on 'Cancel,' display will return to the Attachments summary page.)

Application

Introduction General Info. Budget **Attachments** Submit

Attachments: File Information

Use the tabs above to navigate through the application process.

Title:	Project Narrative
Description:	Document to address each section as identified in the application
Type:	
Name:	Project Narrative.doc
Date added:	2008-02-22 10:59
Size:	19KB
Comments:	Uploaded on (date)

A verification page will display with the filename, date added, and size. If the information is correct, click on the 'Continue' button at the bottom of the screen and the user is directed back to the Attachments page.

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Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required	Done		Project Narrativ.doc	Delete View
Federal Certification	required				Edit
501(c)(3)					Edit

[Add Attachment](#)

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the “Files associated with this grant” section. In the example above, the ‘Federal Certifications’ document has been downloaded to the user’s desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user’s desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on ‘edit,’ selecting the file from the browse window and verifying the filename.

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Attachment Confirmation

Use the tabs above to navigate through the application process.

The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

[Add Attachment](#)

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing

attachments or add additional attachments by clicking on the ‘Add Attachment’ button, or may proceed with submitting the application.

Submit

To continue with the application process, click on the ‘Submit’ tab across the top of the screen.

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Application

Introduction General Info. Budget Attachments **Submit**

Submit Application for Review

Use the tabs above to navigate through the application process.

The following sections of this application have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Application Section	Action
	General Information	Modify
	Budget	Modify
	Attachments	Modify

After the application has been successfully submitted, the information can no longer be edited, but can be viewed.

[Submit Application](#)

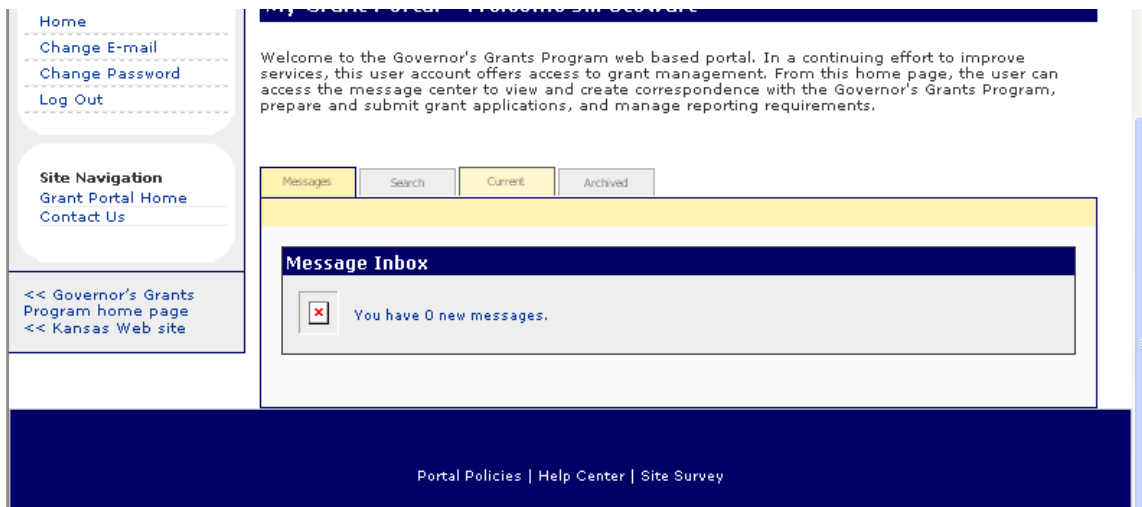
The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the ‘Modify’ link to go directly to that section for editing. If all sections are complete, click on the ‘Submit Application’ button at the bottom of the screen.

NOTE: After submitting the application, it is locked to the user for any edits and may only be viewed.

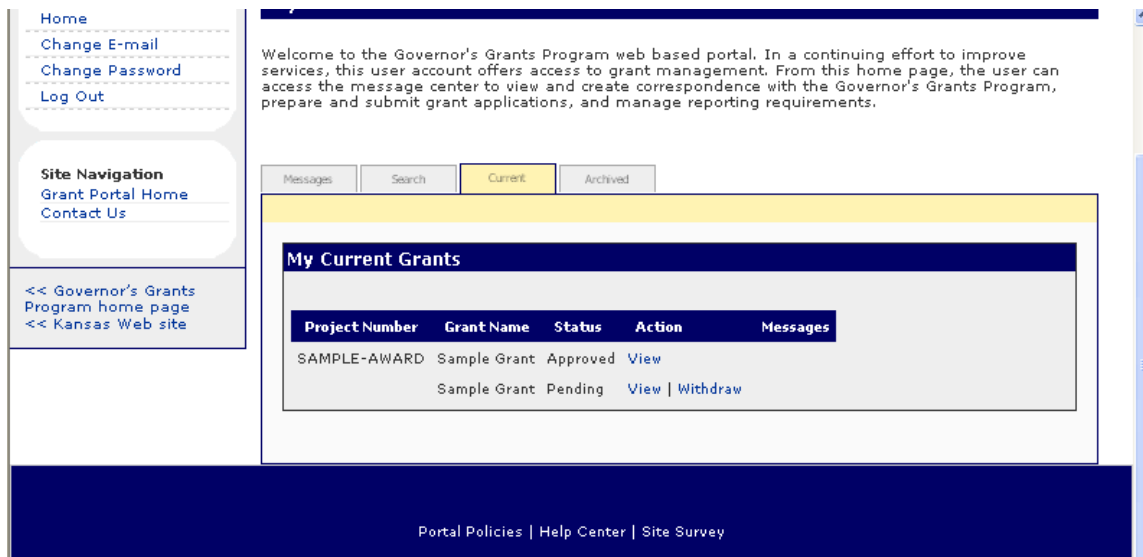


The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.



In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.